



Rocky Mountain
Remediation Services, L.L.C.
... protecting the environment

PROCEDURE

DOCUMENT CONTROL PROGRAM

RMRS-DC-06.01

Revision 1

Date Effective: 03/29/99

APPROVED: _____ /s/

Laura Tyler, Manager, RMRS Records

_____ Date

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1.0 PURPOSE

This document provides direction for the identification, issuance, receipt, revision, and disposition of RMRS controlled documents. This procedure ensures that controlled documents are identified, protected, distributed to and used at the locations where the prescribed activities are performed.

This procedure implements DOE Order 414.1, Quality Assurance; 10 CFR 830.120, Quality Assurance Requirements; Section 6.4.1 of the RMRS Quality Assurance Program Description (QAPD) (RMRS-QAPD-001); Quality Assurance Requirements for Nuclear Facility Applications, ASME (American Society of Mechanical Engineers) NQA-1-1994 Edition, Supplement 6S-1, Supplementary Requirements for Document Control; and MAN-063-DC, Rocky Flats Environmental Technology Site (RFETS) Document Control Program Manual.

2.0 SCOPE

This procedure applies to all RMRS employees and subcontractors involved in the preparation and/or use of RMRS controlled documents for quality affecting activities or processes. This procedure only applies to documents developed and controlled for use by RMRS or RMRS subcontractor personnel.

Note: Document identification numbers and Document Change Form (DCF) numbers are assigned and maintained by the RMRS Document Control (DC) staff.

This document does not apply to correspondence control; facility Operations Orders managed in accordance with the Site Conduct of Operations Manual; generated design documents (e.g., calculations, drawings, Safety Evaluation Reports, etc.); design packages; or forms control. This document does not override the Site Engineering Requirements Manual or the Conduct of Engineering Manual.

3.0 DEFINITIONS

The following definitions are specific to this procedure. Other terms used may be located in the Quality Assurance Glossary of Terms in the Site Quality Assurance Manual, or in the RFETS Site Documents Requirements Manual (SDRM) Glossary of Terms. (Both of these documents are available in the RMRS Model Offices.)

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SW-A-003456

11/26/99

Controlled Copy. A copy of an active, current, approved, controlled document used by an individual to perform work.

Controlled Copy Number. The unique number assigned to an individual who receives controlled documents, and is written on that individual's copy of a controlled document. Copyholder numbers are not transferred.

Controlled Document. For the purposes of this procedure, a controlled document is an active, current, approved document generated to support RMRS activities and is used to describe how work is to be accomplished, to produce quality affecting data, and to support and affect a Rocky Flats Cleanup Agreement (RFCA) decision or deliverable. This includes, but is not limited to, policies, program directives, manuals, procedures, and instructions. (See SDRM for definitions of these document categories.) A controlled document is also used when national security, health, safety, and the environment is impacted and when identified by RMRS organizations as requiring control. Refer to RMRS Controlled Document Type List, Appendix 1.

Controlled Document Distribution List. A list prepared and updated by the Responsible Manager, or designee, and maintained by RMRS DC, which identifies the individuals designated to receive a specific controlled document and any changes.

RMRS Document Control. The functional organization in RMRS responsible for receiving, issuing, maintaining, and dispositioning RMRS controlled documents.

Document Control Log. An electronic and/or hard copy log maintained by the RMRS DC, which identifies and tracks all RMRS document and DCF numbers.

Information Only Copy. A copy of a controlled document distributed for information purposes only. Such documents are stamped "INFORMATION ONLY," and are excluded from capture in the RMRS document tracking system. Work cannot be performed to an Information Only copy.

Cancelled or Obsolete Document. A document that is no longer required for program/project use, will not be superseded, and is removed from control.

RFETS Procedure And Document Tracking (PADT) Database

The database that contains the master index of all controlled documents (and copyholders) maintained by all Document Control organizations on site.

Site-Level Controlled Document

A document that has Site-applicable requirements and instructions, crosses company lines, and/or is used site-wide.

Superseded Document. A previously released controlled document that has been replaced in its entirety by another controlled document or revision.

4.0 RESPONSIBILITIES

4.1 Responsible Manager, or Designee (functional title)

- Identify documents within respective organization that are to be controlled.
- Ensure that controlled documents are generated, reviewed, and approved in accordance with applicable procedures.



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COLORADO DEPARTMENT OF HEALTH
Radiation Control Division

Minutes of Exchange of Information Meeting
Colorado Department of Health
April 30, 1991 1:30 p.m.

Attendees:

Nancy M. Daugherty
Robert W. Terry
Cliff Franklin
Richard Fox
Arch Crouse
Steve Ramer
Ken Korkia
Tony Harrison
George H. Setlock

EG&G Rocky Flats, Inc.
Colorado Department of Health/RCD
U.S. Department of Energy
Colorado Department of Health/RFPD
Colorado Department of Health/APCD
City of Westminster
RFCC
Colorado Department of Health/RCD
EG&G

Hallie Mahan
Constance Roberts
Lawrence A. Doerr

City of Broomfield
Colorado Department of Health/RCD
EG&G Rocky Flats, Inc.

Nancy Daugherty presented the list of radioactive materials that are associated with the Rocky Flats Plant. The format of the report is changed, but there are no changes to the information provided since the last quarterly update (January 29, 1991).

Hallie Mahan presented the City of Broomfield Radiometric Monitoring Report for the month of March. All measurements were consistent with measurements that have been made in the past, and were fully in compliance with all applicable regulatory limits.

Steve Ramer presented the City of Westminster Radiation Data Monthly Report for the month of March. All monitoring data were consistent with measurements that have been made in the past.

Nancy Daugherty presented the March Rocky Flats Plant Environmental Monitoring Report. The Radiological Health Laboratory (formerly known as the Health and Safety Laboratory) in Building 123 was closed on January 25th due to a shutdown of the plant's wastewater transfer system. The closure affected several other operations at the plant, as well. The laboratory remained closed through March. As a result of the laboratory closure, most routine analysis has not been performed. The laboratory is now fully operational and analysis for all samples that were impacted by the shutdown will be reported as soon as the analysis has been completed. The March report is still incomplete.

Robert Terry presented the Colorado Department of Health Monthly Environmental Surveillance Report on the Rocky Flats Plant for the month of March. All results were consistent with those that have been reported in the past. Recalculated values for gross alpha, gross beta and plutonium radioactivity in air for the period from January 1990 through January 1991, reported last month, are included in this report and will be included for two more months.

Steve Ramer reported that the City of Westminster's sampling schedule for Standley Lake has been revised on advice from the United States Geological

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SW-A-003471

Survey (USGS). Special reports of all non-routine sampling and analysis programs will be presented biennially or annually, as needed.

Several modifications to Rocky Flats Plant security procedures during the past several months resulted in reduced air effluent sampler changeout frequency at 779-782, 779-729, 776-252, 559-561, 778 LDY, 991 MAI and 991-985. Sampling devices have run continuously; only changeout frequency was reduced. The changeout frequency has now been restored to its original schedule. The quality of the information that these sampling devices provides has not been impaired. Complete analysis has been impacted by the laboratory shutdown, but results will be reported as soon as the analysis has been performed.

A U.S. EPA National Pollutant Discharge Elimination System/Federal Facilities Compliance Agreement (NPDES/FFCA) for the Rocky Flats Plant was signed on March 25, 1991, and has resulted in modifications to the Rocky Flats Plant's NPDES permit. As a result of those modifications, some format changes will be incorporated into the monthly monitoring report, beginning with the April reporting period.

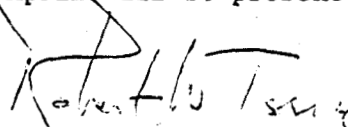
The Rocky Flats Plant has improved the accuracy of its flow measurement equipment for water that is released from Pond C-1 into Woman Creek. New flow measurement equipment was installed on February 12th. Flow data for Pond C-1 during March reflects the improved measurements.

The Rocky Flats Plant now reports the daily volume of water transferred from Pond B-5 to Pond A-4. The March report also includes the daily volume of transferred water during January and February.

The Colorado Department of Health's sampling schedule for the D-7 air sampler on SH 128 was modified during the last part of March and early April. The sampler was operated continuously, but changeout frequency was reduced from twice-weekly to once-weekly. The twice-weekly changeout schedule has been resumed.

Robert Terry presented a report titled "Contamination of Surface Soil in Colorado by Plutonium, 1970 - 1989: Summary and Comparison of Plutonium Concentrations in Soil in the Rocky Flats Plant Vicinity and Eastern Colorado." The report provided a comparison of plutonium concentrations in the top 1/4" of soil in the vicinity of the Rocky Flats Plant, to a distance of seven miles from the center of the Plant, with plutonium concentrations in similar samples that have been collected from a variety of locations around the state. In all cases the plutonium concentration in surface soil has fallen, more or less steadily, over the past 20 years. Assuming that the current trend continues, plutonium concentrations in the top 1/4" of soil can be expected to fall below one picocurie per gram in all areas outside the Rocky Flats Plant boundary by 1995.

The next monthly Environmental Information Exchange Meeting will be held at 1:30 p.m., Tuesday, May 28, 1991, at the Broomfield City Council Chambers, #6 Garden Office Center, Broomfield, Colorado. Environmental surveillance measurements for April will be presented at that time.


Robert W. Terry
Senior Health Physicist
Colorado Department of Health